



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

In Reply Refer To:
FWS/ABHC/HC/EOD/043249

MAR - 3 2010

Memorandum

To: All FWS Employees

From: Acting Director

Subject: Equal Employment Opportunity and Non-Discrimination Policy

It is the policy of the U.S. Fish and Wildlife Service (Service) to provide equal opportunity to all employees and applicants for employment regardless of race, color, national origin, religion, sex, age (40 years or older), disability (physical or mental), reprisal, sexual orientation, or protected genetic information. All Service employees have a responsibility to carry out this policy and to promote it through exemplary conduct, stewardship, and professionalism with other Service employees, our conservation partners, and the public that we serve. Managers and supervisors will be held responsible and accountable for promoting and ensuring equal opportunity in the Service's policies, programs and practices. This is essential to attracting, developing and retaining the most qualified workforce to carry out the Service's mission.

I do not condone and will not tolerate discrimination, harassment or reprisal in the workplace. Allegations of discrimination will be addressed promptly and professionally. Managers and supervisors must take reports of harassment seriously by taking immediate and appropriate action. Timely compliance with decisions issued on discrimination complaints is mandatory. Appropriate disciplinary action, such as reprimand, suspension, or removal from the federal service, will be taken when a decision is issued confirming allegations of discrimination, harassment, or reprisal.

Employees who believe that they have been the subject of unlawful discrimination must initiate contact with the Washington Office, Branch of Equal Opportunity and Diversity or their Regional Diversity and Civil Rights Office within 45 calendar days of the alleged discriminatory event, or in the case of a personnel action, within 45 days of the effective date of the action.

This Policy and Secretary Salazar's Policy on Equal Opportunity and Zero Tolerance of Discrimination and Harassment will be posted in all Human Resources Offices, in all Diversity and Civil Rights Offices, on the Service's internal website, and on official bulletin boards. Inquiries concerning either this policy or specific situations relevant to this policy should be directed to the Washington Office, Branch of Equal Opportunity and Diversity at 703-358-1724.